



Office for Victims of Crime
Training and Technical Assistance Center

Speakers Bureau Application

What is a Speakers Bureau Request?

TTAC refers nationally recognized experts on victims' issues, who are approved and enrolled in OVC's Consultant Database, to speak at large-scale national conferences, state and local annual conferences. Speakers Bureau engagements are usually short term and address a large audience, however, they may include presentations to smaller groups, generally in a workshop format, as part of a larger conference or symposium. Speakers Bureau trainers **address broad topic areas that introduce new issues or educate the audience about general subject matter**. This type of training is designed to **heighten awareness about issues related to victims of crime** and the resources available for serving victims. The intended outcomes for a Speakers Bureau Request are **broad in scope and expect a general level of learning and understanding**.

On a separate sheet, please number and provide a clear, comprehensive response to each of the following questions, in the order they appear. Use additional sheets as necessary. Please follow guidelines described in the Application Process.

A. Description of Need <i>What is the issue or problem about which you hope to raise awareness or educate your audience?</i>
B. Nature of Request
1. Name of the meeting or event
2. What topic(s) would you like a speaker to address?
3. Is there a specific OVC training curriculum you wish to be presented?
4. Is there a particular speaker you are requesting for your event?
5. What qualifications should your speaker possess? (Special skills/knowledge/experience)
6. What is the presentation format? (panel discussion, facilitated workshop, lecture, etc.)
7. Please describe the training facility. (Auditorium, amphitheater, break-out room, etc.)
8. How can TTAC be of assistance? What other resource needs or special requests do you have?
C. Target Audience <i>What is the anticipated size and background of the targeted audience? Be as specific as possible about the level of knowledge and experience of participants, educational backgrounds, their professional affiliations or career disciplines, their learning style, any cultural or language issues, and accessibility needs.</i>
D. Organizational Capacity <i>Briefly describe your agency or organization, specifically, how your mission and goals relate to serving victims of crime. If the event is being sponsored in collaboration with other organizations, describe the nature and constituency of the partnership.</i>
1. What expenses are you requesting that TTAC cover?
2. Why do you need TTAC support?
3. Describe the nature of the matching support you will provide. What is the commitment of other resources to support this request, specifically, what expenses will you be covering in support of this training (meals, lodging, transportation, reproduction of handout materials, etc.)?
E. Evaluation
1. Describe the potential impact of the assistance provided by TTAC.
2. What do you hope to accomplish by presenting this training? What can the audience expect to gain?
3. Please list the specific outcomes you expect to achieve as a result of this training.